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6 SEP 1974

MEMORANDUM FOR: Chief, Information Systems Analysis Staff, DD/A

SUBJECT : Management Objective to Reduce Agency Paper Consumption

REFERENCE : Objective No. B57001

1. This Office is actively committed to the Agency's Directorate-level objective to reduce paper consumption by 5 percent during FY 1975. To date, progress toward this objective has been made through joint efforts of your Staff and this Office. Some of the more productive actions taken to date are summarized below and constitute our major efforts thus far in supporting the referenced objective:

a. We have identified 93 items traditionally available from building supply rooms which will no longer be stocked when current supplies are exhausted. Although this action will result in less variety of available items, it will not adversely affect Agency operations or procedures.

b. Our mutual effort toward encouraging the reuse of kraft file folders is quite successful. Especially promising is our arrangement whereby used folders from the Records Center are returned to Headquarters for reissue through building supply rooms. Agency customers are readily adapting to this new, austere lifestyle; once it is understood that only used folders are available, they are found quite suitable for office use. We hope similar arrangements can be developed for other items of supply.

c. We are actively supporting the practice of two-sided Xerox copying within this Office. While the Xerox machines available to most OL employees do not automatically copy on both sides, handfeeding is easily accomplished with little loss of time and considerable saving of paper. We encourage two-sided Xerox copying in all instances and, as a matter of fact, have held several demonstrations on handfeeding procedures.

d. Feedback from the Headquarters and [REDACTED] exhibits on paper shortages and conservation and from the poster campaign has been encouraging. We have received requests for additional information on paper-saving techniques from individual Agency components. Needless to say, we respond eagerly to these displays of interest.

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2. In early July of this year we notified all Agency users of machine-tabulating and teletypewriter paper of the availability of seven items of such stock for which no requests had been made for 1 year. We urged that Agency components requisition and use the quantities of these stocks on hand. We had hoped that these items would be requisitioned quickly, put to good use, and eliminated from our supply system. Instead, we have experienced a reverse reaction--one box each of the six items of machine-tabulating paper has been returned to stock. If requests for these paper stocks are not received by the end of this month, we will turn them over to GSA so that other Government agencies can use them productively.

3. One recommendation we have made which would substantially reduce paper consumption on a daily basis is the standardized use of 12-pitch instead of 10-pitch type on the IBM Selectric typewriter. As you know, this conversion would not require any financial investment in support equipment for the typewriter--it merely calls for the moving of a lever at the upper left of the typewriter. The type size is not affected; there is just less space between letters. This simple act of moving a lever saves one inch of space per line of type, a considerable saving per page.

4. In order to lend greater reality to the objective of reducing Agency paper consumption by a percentage factor, we will determine, by major categories of paper products, the Agency's FY 1974 paper-consumption levels (issuances from stock and building supply rooms and use by the Agency's printing facility). We understand the usage level for forms is available within your Staff. Compiling these data constitutes a sizable task, and our target for furnishing your Staff with this information is October 1974. We can then realistically compute a 5 percent reduction in paper usage. From that point, usage rates of major categories of paper products can be monitored and reported to your Staff; areas of increased usage can be identified and appropriate action taken. Attached for your information is our action plan outlining the step-by-step process by which we will supplement the Directorate-level objective on reducing paper consumption by 5 percent during FY 1975.

5. Please call on us for any assistance we can give in the program to reduce Agency paper consumption.


Director of Logistics

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Att

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OFFICE OF LOGISTICS ACTION PLAN

Objective Number:

Date:

DCI	Directorate	Office	Division
	B57803		

Fiscal Year - 1975

Estimated Man-Years - .25

Estimated Dollars - \$5,250

Target Date - June 1975

Action Officer

Telephone Number - 3357

Period Status (C) (S) (E)

July-August

September-October + = <

November-December + = <

January-February + = <

March-April + = <

May-June + = <

Status Description:

+ - Exceeding planned performance

= - Meeting planned performance

< - Behind planned performance

STATEMENT:

During FY 1975 reduce the level of paper consumption within the Agency by five percent per capita. (Joint with ISAS-B57001.)

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1. Determine FY 1974 usage level of major categories of paper and paper products issued through the building supply rooms, excluding forms, (purchased directly from GSA by OL/LSD/BSB or requisitioned by BSB from Supply Division (SD) stocks).	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Nov
2. Determine FY 1974 usage level of major categories of paper and paper products issued from SD stocks (excluding forms and issuances to BSB).													
3. Determine FY 1974 paper-consumption level for PSD.													
4. Determine for all major categories of paper and paper products the targeted usage level for FY 1975).													
5. Monitor on a quarterly basis for FY 1975 the usage level of the same major categories of paper and paper products issued through the building supply rooms, excluding forms, (purchased directly from GSA by BSB or requisitioned by BSB from SD stocks).													

MISSIONS											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
6. Monitor on a quarterly basis for FY 1975 the usage level of the same major categories of paper and paper products issued from SD stocks (excluding forms and issuances to BSB).											
Monitor on a quarterly basis for FY 1975 the paper-consumption level for PSD.											
Report progress on the Agency's meeting its 5 percent reduction in paper usage to ISAS on a quarterly basis.											